



## **Baypoint Preparatory Academy-San Diego (BPA-SD)**

### **Educational Partners Committee:**

#### **School Site Council/Wellness Committee/English Learners Advisory Committee/District English Learner Advisory Committee (ESWED)**

Section 1. PURPOSE AND FUNCTION. Under the guidance of the Educational Partners Committee (EPC), the School Site Council (SSC), Wellness Committee (WC), English Learner Advisory Committee (ELAC), and District English Learner Advisory Committee (DELAC) shall review and make written comments to the Governing Board on the development and required updates of the Single Plan for Student Achievement (SPSA) and/or Local Control Accountability Plan (LCAP):

- (a) Review and comment on SPSA/LCAP
- (b) Obtain recommendations for the proposed SPSA/LCAP from all educational partners and any applicable school advisory committees.
- (c) Recommend the plan and expenditures to the governing board for approval.
- (d) Provide ongoing review of the implementation of the plan with the site administrator, teachers, and staff members.
- (e) Propose modifications to the plan whenever the need arises.
- (f) Submit the proposed modified plan for governing board approval whenever a material change is made in planned activities.
- (g) Annually evaluate the progress made toward school goals to raise the academic achievement of all students.
- (h) Carry out any other duties assigned to the committee by the governing board and by state law.
- (i) Advise the site administrator and staff on the school's program for the WC and English Learners (EL), including implementation and evaluation of the program objectives and activities.
- (j) Assist in the development of the school's: needs assessment, Language Census Report, efforts to make parents/guardians aware of the importance of regular school attendance,
- (k) Assist in the planning and implementation of EL programs and parent training to support parents/guardians of English Learners.

Section 2. COMPOSITION AND TERMINATION OF MEMBERSHIP. The committee shall be composed of the following members: site administrator/administrator, teacher elected by other teachers, other school personnel elected by other school personnel, student elected by other students, parents elected by other parents, ELAC (<21 EL students), and DELAC (<51 EL



students) representatives elected by EL parents, and community members elected by BPA-SD's parents.

- (a) The percentage of parents of ELs is to be at least the same as that of ELs at the school.
- (b) Each member has equal voting rights.
- (c) The site administrator is responsible for the elections of staff members.
- (d) Half of the membership shall be site administrator/administrator, classroom teachers, and staff, and a half shall be parents or other community members elected by the parents.
- (e) ESED members shall be elected each year in September and shall serve a one-year term that runs concurrently with the academic school year.
- (f) Any elected member may terminate his or her membership by submitting a written letter of resignation to the ESED committee.
- (g) Membership shall automatically terminate for any member who is absent from three consecutive regular meetings.
- (h) In the event of a vacancy, the remaining term may be filled by appointment by the Executive Director or his/her representative.
- (i) Members may be removed for actions that go beyond responsibilities set in these bylaws by three-fourths (3/4) eligible voting members of the ESED. If a position becomes vacant the remaining term may be filled by appointment by the Executive Director or his/her representative.

**Section 3. VOTING RIGHTS.** Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the committee. Absentee ballots shall not be permitted.

Membership on the committee may not be assigned or transferred.

**Section 4. APPOINTMENTS AND DUTIES.** All appointments are elected by the members of the committee.

- (a) The chairperson shall be elected annually, at the beginning of the academic year, and shall serve for one year, or until a successor has been elected.
- (b) The chairperson shall conduct the meeting of the committee and sign all documentation.
- (c) The administrator shall comply with all policies regarding the meetings and posting of agendas, oversee meetings to ensure that the function of the ESED is met, and present ESED findings/reports to the governing board.
- (d) Any chairperson may be removed from his/her office by a two-thirds vote of all members. A vacancy in any appointment shall be filled at the earliest opportunity by a special election of the committee for the remaining portion of the term.

**Section 5. QUORUM** A majority of the members of the committee shall constitute a quorum unless otherwise determined by the committee. The act of a majority of members present shall be the act of the committee, provided a quorum is in attendance.



Section 6. MEETINGS OF THE COMMITTEE. The committee shall meet a minimum of three times in the academic year.

(a) Written notice of the meeting shall be posted and sent out at least 72 hours in advance of the meeting at the school site or any other appropriate place that is accessible to the public.

(b) This written notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon.

(c) All required notices shall be delivered to committee members no less than seventy-two hours of the meeting.

(d) Any changes in the established date, time, or location of the meeting need to be especially noted in the agenda.

(e) The ESED shall not take any action on any item of business unless that item appears on the posted agenda or unless the ESED members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the ESED after the posting of the agenda.

(f) All meetings must be open to the public with an opportunity to address the committee.

(g) The executive school administration as required may call special meetings of the committee. The notice must be sent out and all meetings must be open to the public with an opportunity to address the committee.

Section 7. PLACE OF MEETING. The committee shall hold its regular meetings at a facility provided by the school unless such facility accessible to the public, including disabled persons, is unavailable. Alternate meeting places may be determined by the chairperson or by the majority vote of the members.

Section 8. ADMINISTRATIVE RESPONSIBILITY. The site administrator/administrator shall have the responsibility for the proper function and implementation of the ESED. Any materials provided to ESED shall be made available to any members of the public at the school site during business hours. These documents will also be available at the committee meetings.

Questions or brief statements made at a meeting by members of the committee, or public that do not have a significant effect on pupils or employees in the school or school district, or that can be resolved solely by the provision of information, need not be described on an agenda as items of business. If a committee violates the procedural meeting requirements of this section, upon demand of any person, the committee shall reconsider the item at its next meeting, after allowing for public input on the item.

Section 9. CONDUCT OF MEETINGS. Meetings of the committee shall be open to the public and conducted in accordance with the Green Act established by EC Section 35147.

